

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 3836 **TITLE:** HOUSING/COMMUNITY DEVELOPER I **GRADE:** S-22

DEFINITION:

Under close supervision, performs a variety of entry-level technical duties assisting senior staff in the development and implementation of one or more aspects of a specific housing and community development project and/or program; and to do related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

This is the entry level for a broad series of technical professional classes requiring training and expertise in one or more of the following disciplines - planning, engineering, architecture, economics or closely related field. Areas of assignment may include but not be limited to Housing Development Project Managers, Housing Assistance Planners, Community Development Programs Coordinators, Construction Specialists and Rehabilitation Specialists.

The Housing/Community Developer I job class is distinguished from the Housing/Community Developer II in that the Housing/Community Developer I assists in one or more aspects of the implementation of a program or project whereas Housing/Community Developer II assists in the implementation of a number of programs or projects.

ILLUSTRATIVE DUTIES:

Collects, researches, and analyzes a wide range of data relative to housing and community development projects and programs;
Gathers specific land and site data, utilities and conditions information;
Assists in preparing housing/community development budgets;
Drafts responses to inquiries for information relating to development activities;
Responds to numerous citizen inquiries;
Prepares letters for supervisor's signature;
Participates in collection of data for preparation for the annual Housing Assistance Plan;
Assists in preparation of assistance applications and packaging of requests for mortgage financing;
Conducts research in the area of housing market data;
Schedules meetings with various development team members.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Familiarity with housing law and programs, site planning, real estate land-use law, and/or building construction practices;
Ability to assist in the collection and analysis of data and information as required;
Ability to speak and write effectively;
Ability to prepare clear and concise reports.

EMPLOYMENT STANDARDS:

Any combination of education and experience equivalent to the following:
Graduation from an accredited college or university with a degree in planning, economics, architecture, engineering, or related field.

CERTIFICATES AND LICENSES REQUIRED:

None.

NECESSARY SPECIAL REQUIREMENTS:

None.

REVISED: December 12, 2003